

FY10 TTF Budgeting FAQs

Do I need to review the FY10 TTF Budget and Reimbursement Manual to successfully complete the budget process?

You may be able to complete the budget process without any help at all; however, the budget manual has been constructed to answer almost any question you may have and we recommend reviewing the manual to assist you in completing your budget request before contacting Compensation Board staff for assistance.

Do I need to contact my technology vendor prior to the TTF budget period in August?

Prior to the budget period in August, Clerks need to obtain from their technology vendor an estimate or breakdown of their technology needs for the current fiscal year. This information is vital in preparing a TTF budget.

Can I see my \$4 available balance before I start the budget process?

Access the Compensation Board website at <http://www.scb.virginia.gov> under the tab Land Records Technology / Clerks' FY10 TTF \$4 Available Balance (available in late July 2009).

Do I need to print my TTF screens?

Save (ENTER) and print (SCREEN PRINT) every page as you are completing the TTF budget process in case you have technical problems and need help. These screen prints may also serve as a valuable "history" of TTF budgeting for mid-year or subsequent years.

What does it mean when I certify "Yes" to providing secure remote access (SRA) to land records?

Indicating YES to SRA means that ALL of the following is TRUE:

- ✓ The Clerk's technology vendor has established a **website or system** in compliance with the security standards established by the Virginia Information Technologies Agency (VITA) for the purpose of providing SRA to land records' images;
- ✓ The Clerk has established a process whereby the public (non-governmental entity or individual) may **register for subscription** to the SRA, and if approved by the Clerk, sign a subscription agreement, may pay a subscription fee and receive a security password(s) for remote access to electronic land records;
- ✓ The Clerk **has accepted / is willing to accept** public subscribers to SRA; and
- ✓ The Clerk has made the **public aware** of the availability of SRA to land records (as appropriate).

How do I make a request from my TTF \$4 (available balance) budget?

Beginning in FY10, all line item requests for TTF \$4 Equipment and Services are made on one screen, not two (Option 5 on the TTF Main Menu in COIN). Required fields for a \$4 request are:

- **SEL** – Choose **A** to add a new line item; **D** to delete a line item that has already been entered; or **U** to update a line item that has already been entered. The SEL field allows 1 character (A, D, or U).
- **Vendor** – Name your locality, Supreme Court or private vendor for equipment and services. The Vendor field allows 20 characters.
- **Line Item Description** – Line item descriptions should be specific and concise. Broad descriptions such as "equipment" or "services" will not be accepted. Duplicate line item descriptions are not allowed. The Line Item Description field allows 20 characters.
- **Description Code** – Choose **B** for back scanning or conversion services; **E** for equipment and/or software; **MR** for maintenance of records system; **MS** for maintenance of Secure Remote Access; **R** for redaction services; or **O** for other / miscellaneous services. The Description Code field allows 2 characters (B, E, MR, MS, R or O).
- **Purpose Code** – Choose **B** for land records requests or **F** for requests for areas of the court not related to land records. The Purpose Code field allows 1 character (B or F).
- **Total Cost** – Equipment requests no longer require Unit Cost and Quantity. Give a total cost for each line item request. The Total Cost field allows 11 characters.

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Can I make a \$1 Fund request during the TTF August budget period? Clerks may request money from the \$1 Fund (Option 7) provided their \$4 available balance is fully budgeted AND **no** Purpose Code F request was made from \$4 money. At the September Board meeting, the Compensation Board will consider all requests for \$1 Fund monies on a case-by-case basis for consistency with Code requirements regardless of historical fund collections. Budgeting for a \$1 Fund request is EXACTLY the same as that for a \$4 request with these exceptions:

- Description Code **O** (for other / miscellaneous services) is not available for a request from the \$1 Fund.
- Purpose Code **F** (for areas of the court not related to land records) is not available for a request from the \$1 Fund.

Can I request TTF money for redaction services? Clerks may request \$4 or \$1 Fund money to purchase backfile or day forward redaction services from a vendor. All redaction requests require additional documentation: **1) quote from the Clerk's redaction vendor AND 2) Redaction Form** (located at www.scb.virginia.gov / Land Records Technology). See the FAQ below for the information that must be included on the vendor quote and redaction form. Fax the quote and form to the Compensation Board, to the attention of Lisa Carson, (804) 371-0235. **Requests for redaction services will NOT be considered if unaccompanied by this additional documentation.**

What information does the Compensation Board require to approve a redaction request? The Compensation Board requires the following information on the redaction quote from the vendor AND the Redaction Form (see above FAQ). These recommendations come from *Methods for the Redaction of Social Security Numbers from Electronic Land Record Documents Report* (October 2006) by the VITA Redaction Workgroup.

1. **Backfile or Day Forward Redaction.** Funding for day-forward redaction services will be considered by the Compensation Board in the same manner as back-file redaction requests.
2. **Type of Redaction.** The recommended redaction method is the OCR (Optical Character Recognition) software plus one manual review by a trained technician who provides a quality control measure. This method is known as OCR + 1X. This method applies to both back-file redaction and day-forward redaction. Other types of redaction include a software-only purchase and OCR + 2X (double manual review).
3. **Cost per Image.** The maximum cost of OCR + 1X method of redaction is 4 cents or less per image. The same cost applies to day-forward redaction services.
4. **Total Cost.** The total cost for all types of images.
5. **Type of Image.** Types of land records' images include deeds / deeds of trust, wills / fiduciary, judgments / liens, financing statements, and plats / maps (Purpose Code B). Images dealing with areas of the court not related to land records (Purpose Code F) include marriage licenses and court cases.
6. **Number for each Type of Image.** How many deeds are expected to be redacted? Wills / Fiduciary? Judgments / Liens? Financing statements? How many Purpose Code F images are expected to be redacted?
7. **Span of Years for each Type of Image.** Back-file redaction covers the period of January 1935 to the present. Any date range for backfile redaction services cannot exceed this span of years. Day forward redaction may include the current fiscal year or one or more years in the future.
8. **Accuracy Rate.** The Workgroup recommended a 95% accuracy rate or greater for the OCR + 1X redaction method. In a poll of three redaction vendors conducted by the Compensation Board in April 2007 the accuracy rate was reported to be between 98.8% and 99.9%.
9. **Manual Review.** Does the manual review (+ 1X) apply to only the images flagged by the OCR software or is every image reviewed by the human eye?

Additional charges for training, installation, and maintenance must be incorporated into the 4 cents or less per image cost.

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Can I request TTF money for areas of my court not related to land records? Pursuant to 17.1-279 F, *Code of Virginia*, Clerks may request \$4 money for areas of their court other than land records (Purpose Code F requests) ONLY if they certify to currently providing SRA to land records. Pursuant to the Code of Virginia, the Compensation Board may not approve Purpose Code F requests from the \$1 Fund. **If the Compensation Board approves a Purpose Code F request from \$4 money, NO \$1 Fund requests from the Clerk will be considered for the remainder of the fiscal year.**

Does the Compensation Board require a RFP process / multiple bids from TTF vendors?

The Compensation Board does not involve itself with the locality's RFP / bidding process for purchased goods and services. In dealing with TTF vendors, Clerks must follow their specific locality's procurement guidelines.

Does TTF pay for personnel in the Clerk's office? As directed in § 17.1-279 B, *Code of Virginia*, funds may not be used for personnel costs within the Circuit Court Clerks' offices. TTF cannot fund staff to ease workload conditions in either the land records area or other areas of the Clerk's office not related to land records. TTF may reimburse a vendor for services such as back scanning court records because it is directly related to the stated purpose of TTF: automation and technology improvements for SRA to land records. The vendor must be someone other than the Clerk's office and the employee must have clearly defined work hours that relate directly to the TTF purpose; however, a vendor may be the locality if the locality is providing such TTF services to the Clerk's office.

In September, what will the Compensation Board consider in approving the FY10 TTF budget requests?

The *Code of Virginia* set the deadline for providing SRA to land records on or before July 1, 2008. In approving TTF budgets, the Compensation Board will be looking for line items that show a Clerk's ongoing commitment to providing SRA to land records and the accompanying equipment, services and maintenance costs associated with SRA. Clerks who do not submit a certification for providing SRA to land records (Option 2 on the TTF Main Menu in COIN) will receive no allocation from TTF.

Can I get help if I am having technical problems completing my TTF budget? Email Lisa Carson at lisa.carson@scb.virginia.gov if you are experiencing technical problems and are unable to complete your TTF budget. Attempt to complete your TTF budget as early in the month of August as possible. The final week of August is extremely busy for Compensation Board staff involved in the TTF budget process.

When is the last possible date to complete my FY10 TTF budget in COIN? Midnight, August 31, 2009 is the deadline, but do not wait until the last week of August to begin the TTF budget process. If you have problems, you will get timelier customer service in the first half of August than in the last.

What if I decide to change my TTF budget mid-year? If your TTF budget needs a mid-year change, consult the FY10 TTF Mid-Year Docket Request Packet on the Compensation Board website located at <http://www.scb.virginia.gov> under the tab Land Records Technology. You must determine whether your mid-year change requires docket action or is a non-docket request. Contact Lisa Carson at lisa.carson@scb.virginia.gov if you have any questions about mid-year TTF budget changes.

When do I receive my TTF funds? TTF is no different than your monthly office expenses reimbursement process. The *Code of Virginia*, § 15.2-1636.13, provides that 1) the local governing body must first appropriate all funds for expenditure, 2) the expense is incurred, 3) the locality pays the expenditure and 4) reimbursement is requested from the Commonwealth, in that order. A Clerk may not receive reimbursement for budgeted funds before actually incurring the expense of those purchases. Upon making a reimbursement request in COIN, the Clerk must certify that expenditures listed are those actually incurred in the conduct of official business of the Clerk of the court for the month rendered and that invoices covering these expenditures have been submitted to the Board of Supervisors or their authorized agent for payment. The locality representative must also certify that expenditures have been verified and approved by the Board of Supervisors or authorized agent for payment. Contact Paige Christy at paige.christy@scb.virginia.gov for questions involving TTF reimbursement.